

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Management Auditor (Specialist)
Position #:	051-643-4155-XXX
Salary Range:	\$4833 - \$6168
Issue Date:	January 2, 2009
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 3301 C Street, Suite 700 Sacramento, CA 95814
Final Filing Date:	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

With direction provided by a Senior Management Auditor, the incumbent will perform at the advanced journey level, by acting as auditor-in-charge (AIC), which duties related to reviews and audits of the California State Lottery. Reviews and audits of the Lottery include reviews of internal controls, reviews of IT systems, performing quarterly and annual post-audits of all accounts and transactions of the Lottery, conducting compliance audits and reviews of the Lottery's activities and operations and other special post-audits. The audits will be conducted in accordance with the generally accepted auditing standards as promulgated by the Comptroller General of the United States America. In addition, the incumbent is in the lead capacity for audits of Lottery winner claims submitted for manual and electronic payment.

Incumbent can be assigned to other projects within the division that require an advanced journey level auditor skill set, including examining organization operations and internal management controls, conducting the most complex technical audits of fiscal and management procedures and practices of agencies and other organizations subject to review by the State Controller's Office. Specific duties include, but will not be limited to the following.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- As an Auditor-in-Charge, plan and perform compliance audits; quarterly and annual post-audits of accounts and transactions; review and audit of activities and operations; review of IT system controls; and other special post-audits of the California Lottery. Ensure audit programs comply with standards, laws, rules and regulations and ensure that audit objectives are met, and internal controls are properly evaluated.
- Train, monitor, and develop the auditing skills of audit staff members. On a limited basis, under the instruction of a Senior Management Auditor, perform review of work paper completed by the audit staff members.
- Evaluate and apply all laws, rules regulations, legal opinions, and/or legislation applicable to the more complex audit assignments. Maintain and update the audit programs and guidelines.
- Assist the audit manager in the preparation of annual audit work plans, quarterly report on audit status, draft audit reports, and final audit reports. Provide technical consultative service for management concerning the preparation of reports and the presentations of audit findings
- Travel to and from audit site.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814